Welcome…

to the refreshed GSA Global Supply online ordering site!

This tutorial will review some of the basic features of the GSA Global Supply website including:
searching, **ordering**, **checking order status** & **other important account features**.

- Please proceed when prompted (top right) -

Tutorial

- Homepage, Main Shopping Page & New Toolbar
- Setting Up An Account
- Searching/Browsing
- Placing an Order/Requisition
- Checking Order Status
- Parking and Retrieving Parked Carts
- Quick Orders

We're there for you.

Homepage, Main Shopping page and Toolbar Overview

- Revamped the GSA Global Supply Homepage for easier navigation

- Main Shopping page includes popular features such as:

  - ✓ Shopping by category

  - ✓ Ability to check requisition status

  - ✓ Recent order availability for quick reordering

  - ✓ Credit card reconciliation

  - ✓ And much more!

- Main toolbar is accessible from most pages and allows a variety of account features without having to link back to the Main Shopping page

We're there for you.

Simplified Homepage

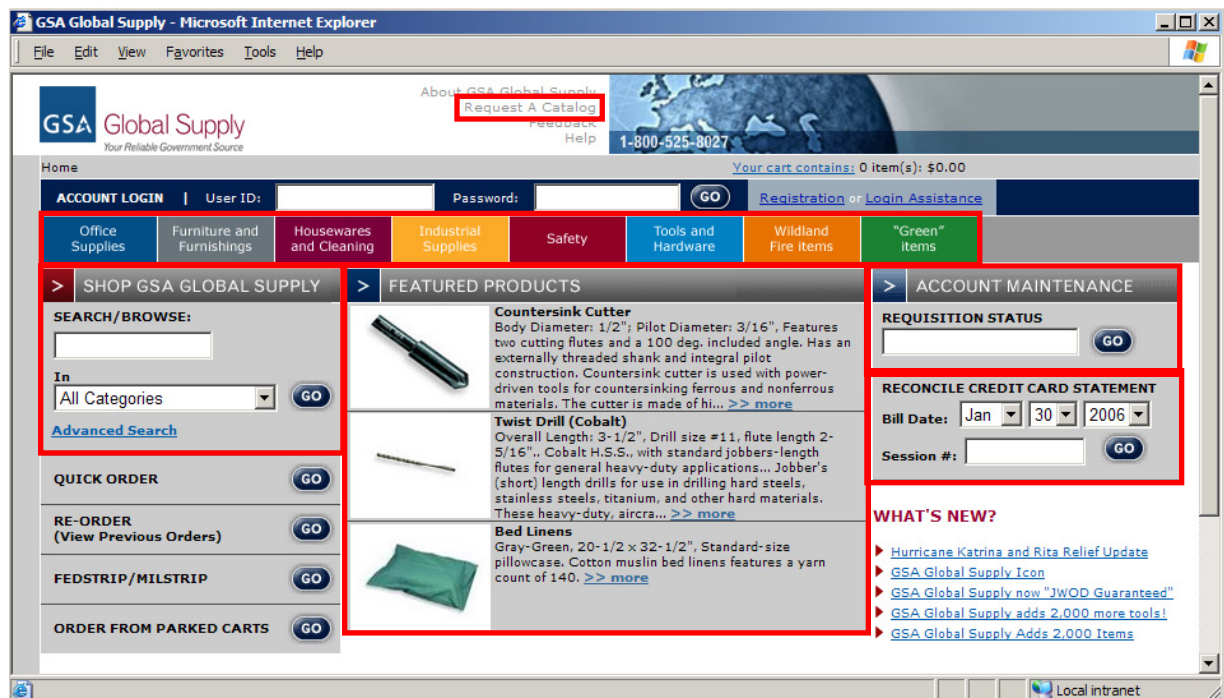Users are greeted with two simple options on the homepage…

We're there for you.

Main Shopping Page – Find what you need, fast.

Before you log in you can:

- Browse products by category

- Keyword search for products

- Request a catalog/catalogs

- View Featured Products

- Check on Requisition Status

- Reconcile credit card statement

We're there for you.

Main Shopping Page – Find what you need, fast.

After you log in you can:

- Perform all logged-out activities

- View and re-order prior requisitions, quickly

- Edit Profile – Including address book and payment methods

- Place FED/MILSTRIP Orders

- Order from saved (Parked) carts or view current cart

Tutorial

- Homepage and Main Shopping Page
- **Setting Up An Account**
- Searching/Browsing
- Placing an Order/Requisition
- Checking Order Status
- Parking and Retrieving Parked Carts
- Quick Orders

We're there for you.

Registering

- You must register to place a requisition/order with GSA Global Supply

- Without an ID/Password, you *may* search items but *not* purchase them

- If you have a *GSA Advantage!* login name and password, you may use it on Global Supply

- If you need to create an ID/Password, please click on the "GO" link next to Shop Now (See screenshot)

- You will be directed to the Main Shopping page where you may Register (next to customer login)

More on Registering

- From the Main Shopping page, you will be directed to fill out this form to create an account

- You must fill in all boxes marked with an asterisk (*)

- Click on submit once finished

- **Congratulations!** You are now ready to shop!

Tutorial

- Homepage and Main Shopping Page
- Setting Up An Account
- **Searching/Browsing**
- Placing an Order/Requisition
- Checking Order Status
- Parking and Retrieving Parked Carts
- Quick Orders

We're there for you.

Searching for items from the Main Shopping page

- There are two primary searching options:

1. By keyword with optional category:

> SHOP GSA GLOBAL SUPPLY
> SEARCH/BROWSE:
> In
> - All Categories -
> Advanced Search   GO

2. By category:

| Office Supplies | Furniture & Furnishings | Housewares & Cleaning | Industrial Products | Safety Products | Tools & Hardware | Wildland Fire items | "Green" items |

1. Search by Keyword and Category

- In the Search/Browse box, type in the product you are searching for (e.g. copier paper)

- If you know the category you'd like to search within, select one from the drop down list (for this example we chose "Office Supplies")

- If more than one category is applicable, leave it as *All Categories*

- Click GO to see Search Results

We're there for you.

2. Search by Category

- Another way to find "copier paper" is to click on the Office Supplies Category tab to bring up additional categories within Office Supplies (below)

- This brings up a series of three screens that will drill further down into the category you are searching

- At any time, you can back up by simply hitting the Back button or following the breadcrumb links above the search results
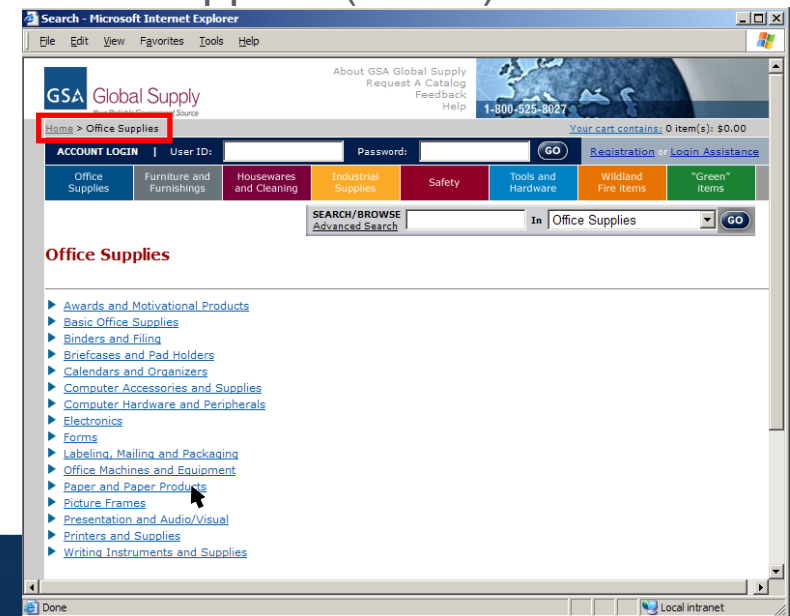
Search Results

- The Search Results page displays a listing of the items that matched your keyword search

- Click on the NSN/Product # to get detailed information on product

- You can lessen the number of results by clicking on one of the suggested categories

- Sort your results by selecting a category from the drop down menu

We're there for you.

Search Results

Avoid getting too many results!

- You can limit your returns by searching for a more specific term within the results

- You can also restrict your search at the bottom of the screen:
  - Limit by category
  - Limit by price range
  - Limit by product type

Product Detail

- This page displays product information such as price (shipping is included), unit of issue, size, color min/max order quantity, F.O.B, etc…

- Please review this information carefully and thoroughly to ensure receipt of the correct product

- If you are ready to purchase, please enter the quantity desired and click "Add to Cart"

We're there for you.

My Cart

- The My Cart screen allows you to review your current order

- Add more products by simply clicking Home to return to the Main Shopping page or enter a keyword in the Search box (Note: your cart will not be cleared)

- Click Change Address to enter **line-item** shipping information (not required as you will be prompted later in the process to choose an appropriate shipping address)

- When your order is complete, click Checkout to begin the checkout process

  Note: If you are not logged-in when clicking Checkout you will be prompted to do so.
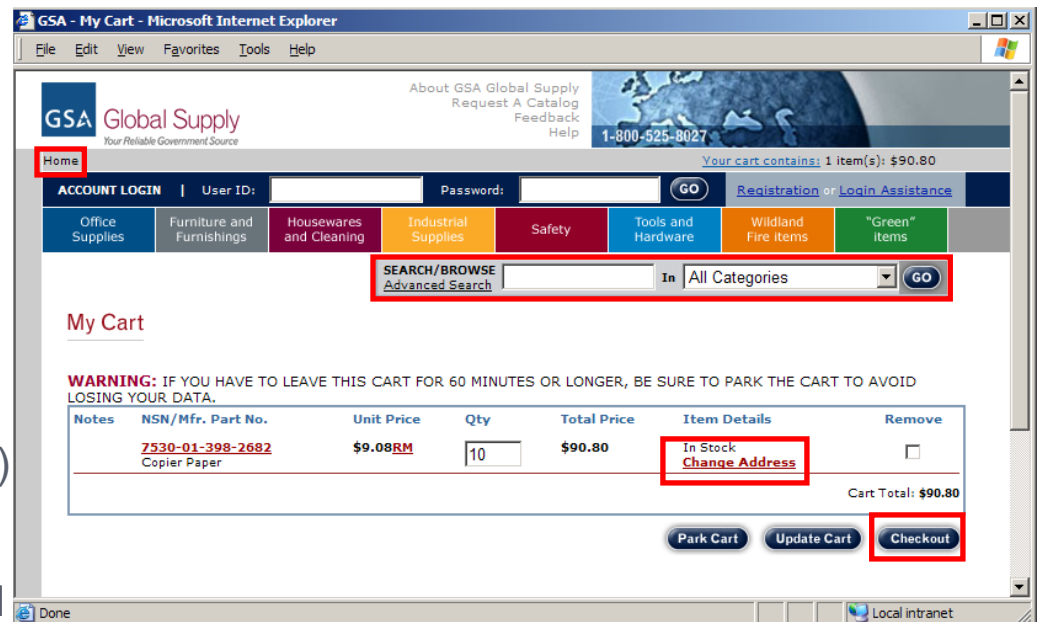
Tutorial

- Homepage and Main Shopping Page
- Setting Up An Account
- Searching/Browsing
- **Placing an Order/Requisition**
- Checking Order Status
- Parking and Retrieving Parked Carts
- Quick Orders

GSA Global Supply
Your Reliable Government Source

We're there for you.

Placing An Order

Step 1: Select Method of Payment

- If you are paying by Government Purchase Card (GPC), you may select one from your profile, or you may enter a new one

- Note: When using a GPC you may specify Line Item or Consolidated billing

- If you are using an Activity Address Code (DoDAAC/AAC), select one from your profile or enter a new one

- Click Continue to move to the next step of the checkout process

We're there for you.

Placing An Order

Step 2: Verify Purchase Information

- On this screen you need to verify that your shipping information and individual receiving info are accurate

- To select a different shipping address from your profile, click Edit (default is displayed)

- Any address you enter in the shipping information will be treated as a one-time use and will not be saved in your profile

- To save an address, you must enter it in your profile, by clicking Edit

- Click Continue

We're there for you.

Placing An Order

Step 3: Process Your Order

- On this page you are given a final review of your requisition

- You may also select whether it contains items for Emergency Support using the drop down menu

- Click Process Order to transmit your order to GSA Global Supply

- Please DO NOT click Back once you click Process Order as it may create a duplicate order

We're there for you.

Placing An Order

Step 4: Order Confirmation

- Once you've submitted your order a message will appear confirming receipt of your order

- From this screen you can either log-out or go back to the Main Shopping Page by clicking on the Shop button

CONGRATULATIONS! YOU'VE COMPLETE THE REQUISITION / ORDER PROCESS!

We're there for you.

Tutorial

- Homepage and Main Shopping Page
- Setting Up An Account
- Searching/Browsing
- Placing an Order/Requisition
- **Checking Order Status**
- Parking and Retrieving Parked Carts
- Quick Orders

We're there for you.

Checking Order Status

- Login using the Main Toolbar

- Click on Your Order Status in the Main Toolbar

- This will allow you to see the status of any orders placed on the GSA Global Supply site or *GSA Advantage!*

- To see the status of other requisitions, please enter your requisition number in the status box under Account Maintenance

We're there for you.

Tutorial

- Homepage and Main Shopping Page
- Setting Up An Account
- Searching/Browsing
- Placing an Order/Requisition
- Checking Order Status
- **Parking and Retrieving Parked Carts**
- Quick Orders

We're there for you.

Parking Carts

- "Parking a Cart" is saving a cart for later use

- You can email a Parked Cart to others or add products

- To park a cart, you must login and go to the My Cart screen, accessed from the Main Toolbar (Your Cart)

- Once you have items in your cart, click on Park Cart to save your cart for later

We're there for you.

Parking Carts

- To park your cart, you must first give your cart a name (in this example *John Doe's Cart*)

- If you would like to password protect your cart, you may do so by entering it into the Cart Password textbox

- Check the box below Cart Name if you would like to clear your shopping cart once you have parked your cart

- Click Park Cart to continue

We're there for you.

Parking Carts

- Once you have parked your cart you will see it listed under Your Current Parked Carts

- To retrieve your Parked Cart, return to this page

- You can access this page by clicking on the Parked Carts icon in the Main Toolbar

We're there for you.

Retrieving a Parked Cart

- To start, click on the Parked Carts icon in the Main Toolbar (this can generally be accessed at the top of any screen when you are logged-in)

- To retrieve your Parked Cart, simply click on the name of the cart you want to retrieve and the cart will appear below

- To email the cart to another person, click Forward Cart and enter the recipient's email address

- To place the contents of the Parked Cart into a new cart, click Add to Shopping Cart

Tutorial

- Homepage and Main Shopping Page
- Setting Up An Account
- Searching/Browsing
- Placing an Order/Requisition
- Checking Order Status
- Parking and Retrieving Parked Carts
- Quick Orders

We're there for you.

Quick Order

- A Quick Order is an easy way to place an order if you know the exact NSN of the product you wish to purchase

- To place this type of order, click on Quick Order (left side of Main Shopping Page)

- On this screen, simply type in each NSN you would like and the quantity desired

- From this point you can either 1.) add the NSNs and return back to the Quick Order screen or 2.) add the NSNs and proceed to the cart to checkout

We're there for you.

![GSA Global Supply — Your Reliable Government Source]

Thank You!

Enjoy your online experience!

Please contact us with any questions or feedback.
GSAglobalsupply@gsa.gov